



DSA PROCEDURE #07-01

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To: DSA Regional Offices Staff
Interested Parties

From: Division of the State Architect
Department of General Services
State of California

SUBJECT: Pre-Check (PC) Approval Process

1. Purpose and Goal: The goal of the PC Approval Process is to streamline DSA plan review by providing a procedure for approving the design of commonly used structures prior to the submittal of plans to DSA for construction projects. The PC Approval Process allows designers to incorporate designs for structures that have already been "pre checked" by DSA into their plans for actual site specific construction projects. PC approval is one prerequisite for "Over-the-Counter" (OTC) review; see [Policy PL 07-02](#) for additional OTC requirements.

The purpose of this procedure is to describe the DSA requirements for the submission of the design of a building or structure for pre-check (PC) review and the procedures DSA uses to approve such PC designs.

1.1 Background: The PC program provides for DSA approval of the design of a structure in advance of submittal for specific school campus construction projects.

The PC approval process can be used for modular buildings, shade structures, light standards (poles), and other structures where the approved design may be used on multiple campuses or projects. Once the PC documents have been approved, they can be submitted with site specific drawings. The approval of a site specific project is expedited since the part of the project that is PC approved will have already been reviewed.

PC approval is for design only and is NOT for construction. A separate application must be made to DSA each time a PC is incorporated into plans for a construction project.

2. Pre-Check (PC) Submittal:

2.1 Required Documents: The documents that need to be submitted for PC approval are as listed on form [DSA-3 - Project Submittal Checklist](#) found on the DSA website (www.dgs.ca.gov/dsa). Site specific information is not necessary as that information will be provided when a specific construction project is submitted for DSA review.

2.2 Fee Deposit Requirement: A deposit of \$3,000.00 is required when a PC project is submitted for review. Final fees will be charged based on the number of hours used to perform the review at the established hourly rates DSA determines each year for the reviewers' work. Before review begins, DSA will estimate the time needed for review. If it is estimated that the plan review of the PC submittal will take more than 30 hours, DSA may request additional deposit money prior to the start of review. The actual total fee will be based on the actual hours expended on the review. DSA will either refund

money or invoice for additional fees as appropriate. If additional fees are required, payment must be received before PC plans are approved.

2.3 Information on Cover Sheet: To expedite plan review, the itemized information listed in Appendix B must be shown on the PC drawings cover sheet, and if needed, continue on the sheets immediately following the cover sheet.

2.4 Tests and Special Inspections: To assist designers who will incorporate the PC drawings into their site specific (or stockpile) drawings for actual construction projects in the future, the PC drawings shall include an "Example" Statement of Structural Tests and Special Inspections (Form DSA-103) for each of the options shown in Appendix D. Future designers will create a Form DSA-103 for their construction project based on the example Form DSA-103(s) on the PC drawings applicable to the PC options utilized. All of the example Form DSA-103(s) on the PC drawings must be crossed out before the PC drawings can be approved as part of a site specific (or stockpile) project so that they will not conflict with the official Form DSA-103 for the project.

2.5 Revisions to PC Designs: Any revision without DSA review and approval automatically voids the PC approval. If revisions are requested to a PC approved design, a new PC application, per Sections 2.1 and 2.2 above, is required, except that the fee deposit will be \$1,500. The revisions to the drawings and affected calculations need to be clearly indicated. The DSA plan reviewer will check only those portions of the design that are impacted by the revisions.

If errors or omissions are discovered in an existing PC Design, they shall be corrected through this PC Revision process.

2.6 Renewal: Renewal of a PC is required when a new building code becomes effective or significant code change occurs. The applicant must submit an application for renewal in accordance with Section 2.1 above. An initial renewal deposit is required per Section 2.2, except the amount will be \$1,500.00 for renewal.

3. Multiple-Option PC: PC projects may include options for construction that would be determined when the PC design drawings are selected for a specific school site. Options may include alternative foundation systems, number of modules, location of windows and doors, etc. However, if the options or combinations thereof in a single PC become too numerous or complicated, it renders the PC impractical and inefficient for use in Over-the-Counter (OTC), or conventional plan reviews. See Appendix A, which lists limits on some commonly used major options.

In order to meet the allocated time constraint for OTC review (see Policy PL 07-02), limits on the number of minor variations and major options are provided in Sections 3.1 and 3.2 below. All the options or variations requested on a PC must be shown and identified graphically on separate drawings, elevations, floor plans, details, etc. All options must be coordinated and meet all minimum code requirements.

3.1 Minor variations: There are currently no limits on the number of minor variations within a major option. Qualified minor variations include, in general, window and door sizes and locations in moment frame buildings, cladding types, and items that do not affect code regulated construction.

3.2 Major options: The maximum number of major options permitted in a single PC is listed in Appendix A. If the total number of options exceeds one of the limits (including the base case), applicants must divide the project into one or more separate PC applications, in accordance with Title 24, Part 1, Section 4-317. Alternatively, the actual number of options in a PC may be determined in a consultation meeting as described in Section 3.3 below.

3.3 Where multiple major options are included, provide a table on the drawings to identify the specific drawings applicable to each option. See Appendix E for example tables.

3.4 Additional Options: When a submittal of options exceeding the limits in Appendix A is anticipated, contact the DSA Regional Office to arrange a meeting. The purpose of the meeting is to ensure that the Multiple-Option PC can be efficiently reviewed and, once approved, will result in drawings that can be efficiently incorporated into site specific or stockpile projects for Over-the-Counter (OTC) review.

4. Special Design Requirements for Relocatable Buildings: The design must comply completely with all Title 24 regulations, including energy. Designs for relocatable one-story buildings less than 2,160 square feet in area may use the exceptions to Title 24, California Code of Regulations as noted in DSA Interpretations of Regulations (IR) [16-1](#).

4.1 Energy Requirements: For energy-related requirements, see DSA IR N-1 - Pre-Check (PC) Designs - Energy Compliance Review.

4.2 Fire Life Safety Requirements: PC submittals shall include the following:

4.2.1 Room Usage: Show the allowable specific uses for each room.

4.2.2 Occupancy: Define the occupancy category for the building or structure as applicable.

4.2.3 Junction Boxes: Placement of junction boxes for all fire alarm appliances and conduit with pull strings shall be shown on PC drawings. Placement of "J" boxes shall conform to the requirements for a "total coverage" system per NFPA 72 and California Electrical Code Article 760. All such junction boxes shall be labeled, "Fire Alarm". (Also see DSA [IR 11B-1](#).)

4.2.4 Fire Sprinkler System: When an automatic fire sprinkler system (AFSS) is included in the PC, the complete AFSS must be detailed on the drawings. The AFSS shall be designed in accordance with NFPA 13 and comply with the AFSS Plan Review Submittal Guidelines on the DSA Fire and Life Safety (FLS) web page.

4.2.4.1 Design responsibility. California law provides that an AFSS may be designed by a C-16 contractor **only** when that same contractor will install the system. If an AFSS system is designed by a C-16 contractor and installed by another contractor the design, and therefore the installation, is not valid. This also invalidates DSA approval of the project and any subsequent certification of construction based on the invalid design and installation. Therefore, AFSS drawings intended for general bid shall be signed and stamped by a California registered mechanical engineer or fire protection engineer.

Exception: AFSS drawings may be signed by a California licensed "C-16" contractor when that same contractor will install the system **including, but not limited to, the riser for the building which will be installed at each specific project site**. If a licensed C-16 contractor designs the AFSS the drawings must include a note as follows:

"[name of C-16 design contractor] performed the design of this fire sprinkler system. California law states that this design is only valid if the same C-16 licensed contractor who designed the system performs the installation. DSA project approval will become invalid if a different contractor installs any portion of the fire sprinkler system (including the riser). If another contractor will install any portion of the fire sprinkler system, responsibility for the entire fire sprinkler system (including the riser) must be accepted by a California registered mechanical engineer or fire protection engineer. Acceptance of responsibility is indicated by signing and stamping all fire sprinkler drawings. Signed and stamped drawings must be submitted to DSA and approved prior to proceeding with construction. Note that these requirements may apply if the building is subsequently relocated to a new location in the future."

4.2.4.2 In addition, drawings shall include both of the following notes; note 1 shall be completed with design water flow and pressure requirements and note 2 shall be completed with occupancy/use information:

1. A minimum water flow of ____ (GPM) and pressure of ____ (psi) is required at the base of the riser for the system to operate as designed. Fire flow testing is required on site to verify availability of design flow and pressure at the base of the riser. The project inspector shall witness fire flow testing.
2. The automatic fire sprinkler system for the building has been designed for light hazard only. The building shall be limited to the following occupancy and use:
(e.g. classroom, administrative, assembly, etc)

4.2.4.3 The hydraulic design area must be identified on the sprinkler plans for all PC options. Where used, include the design area reduction calculations on the plans.

4.2.4.4 Provide typical architectural sections through the design area identifying ceiling heights and any soffit areas, mechanical chases, framing members or similar features which may create obstructions to fire sprinkler coverage.

4.3 Access Compliance Requirements: Accessible door signs to be provided by others shall have locations, details and specifications indicated in the PC drawings with CBC references.

5. PC Approval:

5.1 PC Stamp-Out: The final set of the PC approved plans and specifications must show the regular DSA stamp (with the application identification and reviewers initial blocks) and the following PC stamp. These stamps may be pre-printed on the drawings and specifications by the applicant.

PRE-CHECK (PC) DOCUMENT

Code: 2010 CBC

A separate project application for construction is required.

5.2 Record Sets: A Record set of approved plans, specifications and calculations will be kept in the DSA files for each PC. A PC design approved in one DSA Regional Office will be accepted in all other DSA Regional Offices without additional review. The PC design structural engineer or architect in general responsible charge shall follow the procedures outlined in DSA [Policy 06-01](#) regarding the creation of a Record Set by DSA and the return of original drawings and specifications. Form [DSA-145](#) must be signed and submitted along with the original documents prior to receiving final approval.

5.3 Revocation: DSA reserves the right to revoke any PC approval. The grounds for revocation include (but are not limited to) the following:

- 1) Approval was granted on the basis of false information submitted.
- 2) The PC design has demonstrated a history of unsafe or unsatisfactory performance.
- 3) Repeated structural modifications during fabrication.
- 4) Any unauthorized deletions, additions, or alterations of any DSA approved plans or specification.

Attachments:**Appendix A:** Guidelines for Multiple-Options in a Single PC**Appendix B:** Design Information to be Shown on PC Drawings Cover Sheet**Appendix C:** Sample Template 2010 CBC PC Structural Design Notes**Appendix D:** PC Test & Inspections Guidelines for Modular Buildings Only**Appendix E:** Index to Drawings Required for PCs with Multiple Major Options

Appendix A

Guidelines for Multiple-Options in a Single PC^{1, 2}

(All options must be shown and identified graphically on drawings.)

Description of Major Options		Total Options Allowed in a PC (including the base case)
1.	Floor live load	4
2.	Roof live load	2
3.	Wind speed	1
4.	Seismic load	1
5.	Geometry or footprint of individual module	1
6.	Roof configuration and construction	
	a. Material (wood, steel)	2
	b. Slope: single, dual or variable	4
	c. Mansard	1
7.	Material of floor construction at any level	2
8.	Wall framing – material (wood, steel)	2
9.	Lateral force resisting system	1
10.	Foundation	1 ³
11.	Occupancy, E ⁴ , B ⁴ , A, etc.	1
12.	Automatic fire sprinkler system	1 ⁵
13.	“Total Coverage” fire alarm design	3

Footnotes:

1. Additional options may be accepted in consultation with DSA per Section 3.3 of this Procedure.
2. These limitations are not intended to apply to non-building structures, such as lunch or car shelters, bleachers, flag or light poles, etc.
3. Two options (wood or concrete) are allowed for single story buildings less than 2160 ft² in area. Other foundation systems may be considered by DSA on a case by case basis.
4. Exception, group “E” and “B” occupancies may be included in a single PC design if the plans are identical for both occupancies and the more restrictive requirements met for the group “E” occupancy.
5. An option to leave the fire sprinkler system out is permitted as long as no changes to drawings are associated with this option (the framing system is unchanged if fire sprinklers are not included).

Appendix B

Design Information to be Shown on PC Drawings Cover Sheet

Description	
General	
<input type="checkbox"/>	1. All applicable codes and standards
<input type="checkbox"/>	2. Show complete PC specifications on drawings ¹
<input type="checkbox"/>	3. All multiple options per Sections 3.1 and 3.2
<input type="checkbox"/>	4. A Form DSA-103 (Statement of Structural Tests and Special Inspections) for each applicable option shown in Appendix D
<input type="checkbox"/>	5. Where multiple major options are included, provide an index on the drawings to identify the specific drawings applicable to each option. See Appendix E for example.
Building Data	
<input type="checkbox"/>	1. Classification of type of construction per CBC, Part 2, Chapter 6
<input type="checkbox"/>	2. Use or occupancy classification per CBC, Part 2, Chapter 3.
<input type="checkbox"/>	3. Occupancy category per CBC, Part 2, Table 1604A.5
<input type="checkbox"/>	4. Number of stories
<input type="checkbox"/>	5. Building areas
<input type="checkbox"/>	6. Module size
<input type="checkbox"/>	7. Structural Design Notes – See Appendix C for sample template
<input type="checkbox"/>	8. Climate zones for which the PC has been designed (See DSA IR N-1, Section 2.2)
Fire Life Safety (FLS)	
<input type="checkbox"/>	1. Identify if the PC is designed for placement in a Fire Hazard Severity Zone classified as Very High by CAL FIRE (SEE CBC, Chapter 7A).
<input type="checkbox"/>	2. Indicate whether an automatic fire sprinkler system is provided. (See CBC Chapter 9 for when a system is required).
<input type="checkbox"/>	3. If a fire sprinkler system is not provided, indicate whether the building is designed to support the weight of a fire sprinkler system (1.5 psf).

Footnotes:

- 1) Specifications submitted separately on a paper size that is different from the drawing size are not acceptable unless prior permission is secured from DSA. If permitted, the title sheet of the PC drawing set shall show an index of specifications and add the following statement:
 “Complete specifications for this PC are listed on a separate document.”

Appendix C

Sample Template: 2010 CBC PC Structural Design Notes

Description	Design Values
Dead and Live Loads	
Floor live load	
Second floor live load (only for two story structure)	
Roof live load	
Ramp live load	
Roof dead load	
Floor dead load	
Second floor dead load (only for two story structure)	
Allowable Soil Pressure	
DL (wood footing)	
DL+LL (wood footing – 1000 psf max)	
DL+LL+Snow (wood footing)	
DL+LL+Seismic (wood footing)	
DL+LL (concrete footing)	
DL+LL+Seismic (concrete footing)	
Roof Snow Load	
Ground Snow Load, P_g , from County	
Roof Snow Load: <input type="checkbox"/> Flat, P_s or <input type="checkbox"/> Sloped, P_f , from County	
Snow Exposure Factor, C_e	1.2
Snow Load Importance Factor, I	<input type="checkbox"/> 1.0 <input type="checkbox"/> 1.1
Thermal Factor, C_t	1
Flood Design	
Flood Hazard Area: <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, skip to Wind Design)	
Flood Hazard Map used and datum elevation (from County)	
Lowest floor elevation	
Flood proofing elevation	
Lowest structural member elevation (bottom)	

Description	Design Values
Wind Design	
Basic wind speed (3 Second gust), V (85 mph min.)	
Wind exposure factor:	<input type="checkbox"/> C <input type="checkbox"/> D
Topographic factor, K_{zt} (1 minimum)	
Wind load importance factor, I:	<input type="checkbox"/> 1.0 <input type="checkbox"/> 1.15
<input type="checkbox"/> Method 1– ASCE 7-05, Section 6.4 - Simplified Procedure (Select and complete one method)	
Adjustment Factor, λ	
Simplified Wind Pressure, p_{s30}	
<input type="checkbox"/> Method 2 – ASCE 7-05, Section 6.5 - Analytical Procedure (Select and complete one method)	
Exposure category coefficient, K_z or	
Velocity Pressure Exposure Coefficient, K_h	
Internal Pressure Coefficient, GC_{pi} (0.18 minimum)	
<input type="checkbox"/> Method 3 –ASCE 7-05, Section 6.6 - Wind Tunnel Procedure (Select and complete one method)	
<input type="checkbox"/> Method 4 – 2010 CBC Section 1609A.6 Alternate - All Heights Method (Select and complete one method)	
Wind Directional Factor, K_d	0.85
Wind Velocity Pressure, q_s (18.5 psf minimum)	
Velocity Pressure Exposure Coefficient, K_z	
Seismic Design	
Lateral force resisting system	
Analysis procedure	
Seismic design category (SDC)	<input type="checkbox"/> D <input type="checkbox"/> E
Seismic importance factor, I	<input type="checkbox"/> 1.0 <input type="checkbox"/> 1.25
Design base shear, V	
Seismic response coefficient, C_s	
Response modification factor, R	
Site class	<input type="checkbox"/> D <input type="checkbox"/> E
Mapped MCE, 5% damped, spectral response acceleration at short period, $S_s=1.5$ default maximum for C_s only	
Short-period site coefficient, F_a	1
Design, 5% damped, spectral response acceleration at short period, S_{DS}	
Mapped MCE, 5% damped, spectral response acceleration at 1 second period, S_1	
Long-period site coefficient, F_v	1.5
Design, 5% damped, spectral response acceleration at 1 second period, S_{D1}	
Horizontal or vertical irregularities type(s)	

Note: For additional information and instructions, contact DSA regional offices.

APPENDIX D

PC TESTS & INSPECTIONS GUIDELINE for MODULAR BUILDINGS ONLY

User Note: The purpose of this guide is to aid in the proper completion of Example Statements of Structural Test and Special Inspections (form DSA-103) for this PC design. Check the applicable tests and/or special inspections on the DSA-103 using this guideline.

A separate Example form DSA-103 is to be included on the PC drawings for each lettered column that is applicable to your PC. Drawings shall also include a note stating:

For assistance, or questions about types of construction not covered in this guideline, contact your DSA regional office.

The Example form DSA-103's shown on this sheet are for illustration purposes only to assist in the completion of future project-specific form DSA-103's. A form DSA-103 is to be completed for each Application that this PC is being incorporated into and all Example form DSA-103's are to be crossed out on this drawing."

Type of Modular Steel Moment Frame Building Project
(X - INDICATES TEST OR INSPECTION TO BE DONE
--- INDICATES NOT APPLICABLE)

TESTS or INSPECTIONS (as listed on Form DSA-103)				Provide an Example Form DSA-103 for each applicable option:						
MATERIAL TYPE		DSA-103 Item #	DESCRIPTION	A	B	C	D	E	F	G
				Wood Floor Only	Concrete Floors	Plywood Floor Only - Wood Foundation	Plywood Floor - Concrete Foundation	Concrete Floor - Concrete Foundation	Wood Foundation	Concrete Foundation
SOILS Verify the necessity of the Tests and/or Inspections with the requirements of the Application that this PC is part of.	GENERAL	1	<ul style="list-style-type: none">• Site has been prepared properly prior to fill placement/excavations• Foundation excavations extended to proper depth and material• Materials below footing are adequate	---	---	---	X	X	---	X
	COMPACTED FILL	2a	Perform qualification testing of fill materials	---	---	---	X	X	---	X
		2b	Verify use of proper fill materials, inspect lift thickness, placement and compaction during placement of controlled fill	---	---	---	X	X	---	X
		2c	Test compaction of controlled fill	---	---	---	X	X	---	X

MATERIAL TYPE		DSA-103 Item #	DESCRIPTION	A	B	C	D	E	F	G
				Wood Floor Only	Concrete Floors	Plywood Floor Only - Wood Foundation	Plywood Floor - Concrete Foundation	Concrete Floor - Concrete Foundation	Wood Foundation	Concrete Foundation
CONCRETE	LIGHT WEIGHT FILL OVER METAL DECK	7a	Verify use of required design mix	---	X	---	---	X	---	---
		7c	Perform slump and (where required) air content test; determine temperature of concrete	---	X	---	---	X	---	---
		7d	Test concrete - compression tests	---	X	---	---	X	---	---
		7e	Inspect batching of concrete -	---	X	---	---	X	---	---
		7f	Inspect placement of concrete, reinforcing and embedded items over steel deck - by RBIP	---	X	---	---	X	---	---
		12	Waiver of Batch Plant Inspection.	---	X	---	---	X	---	---
	FOUNDATION	7a	Verify use of required design mix	---	---	---	X	X	---	X
		7b	Test Reinforcing Steel - See Note 1 for Waiver for one story buildings.	---	---	---	X	X	---	X
		7c	Perform slump and (where required) air content Test; determine temperature of concrete	---	---	---	X	X	---	X
		7d	Test concrete -Compression Tests	---	---	---	X	X	---	X
		7e	Inspect batching of concrete -	---	---	---	X	X	---	X
		7f	Inspect placement of formwork, concrete, reinforcing steel and embedded items - by project inspector	---	---	---	X	X	---	X
	MATERIAL TYPE	DSA-103 item #	DESCRIPTION	A	B	C	D	E	F	G

CONCRETE continued	POST INSTALLED ANCHORS <u>Note 2</u>	11a	Inspect installation of post-installed anchors	---	---	---	X	X	---	X
		11b	Test post-installed anchors.	---	---	---	X	X	---	X
STRUCTURAL STEEL	MATERIAL VERIFICATION	17a	<ul style="list-style-type: none"> Material are appropriately marked Mfr. certified mill test reports Material sizes, types and grades comply with requirements 	X	X	X	X	X	---	---
		17b	Sample and test all unidentified structural steel and steel deck	X	X	X	X	X	---	---
		17c	Examine seam welds of structural tubes and pipes	X	X	X	X	X	---	---
		17d	Verify member locations, bracing and all details constructed in the field	X	X	X	X	X	---	---
		17e	Verify stiffener locations, connection tab locations and all construction details fabricated in the shop.	X	X	X	X	X	---	---
	VERIFICATION OF MATERIALS, EQUIPMENT, WELDERS, ETC.	19a	Verify weld filler material identification marking per AWS designation listed on the DSA approved documents and the WPS	X	X	X	X	X	---	---
		19b	Verify weld filler material manufacturer's certificate of compliance	X	X	X	X	X	---	---
		19c	Verify WPS, welder qualifications and equipment	X	X	X	X	X	---	---
	SHOP WELDING	19.1a	Inspect groove, multi-pass, and fillet welds > 5/16"	X	X	X	X	X	---	---
		19.1b	Inspect single-pass fillet welds ≤ 5/16"	X	X	X	X	X	---	---
		19.1c	Inspect welding of stairs and railing systems. <u>Note 3</u>	X	X	X	X	X	---	---
	MATERIAL TYPE	DSA-103 item #	DESCRIPTION	A	B	C	D	E	F	G

STRUCTURAL STEEL continued	FIELD WELDING <u>See Note 3</u>	19.2a	Inspect groove, multi-pass, and fillet welds > 5/16"	---	---	X	X	X	---	X
		19.2b	Inspect single-pass fillet welds ≤ 5/16"	---	---	X	X	X	---	X
		19.2f	Inspect welding of stairs and railing systems	---	---	X	X	X	---	X
	OTHER	24a	Shop Welding - Inspect welding of cold-formed steel Periodic/Special Inspector	X	X	X	X	X	---	---
		24b	Shop Welding - Inspect welding of steel floor deck welds Periodic/Special Inspector	---	X	---	---	X	---	---
OTHER – SHOT PINS (Two Story Modular)		27c	Ceiling wire hangers (pins in metal deck with concrete fill) Test/Lab	---	X	---	---	X	---	---

Additional Information for PC designs only, not to be added to DSA-103			
	STOCKPILE	CONSTRUCTION	RELOCATION
INSPECTOR CLASS (minimum requirements)	RBIP or Class 1	In Plant: RBIP or Class 1 Site: Class 4 for Single Story Site: Class 2 for Two-Story	Class 4 for Single Story Class 2 for Two-Story
SELECTION OF THE PROJECT INSPECTOR AND TESTING AGENCY	By the Owner and approved by DSA, A/E of Record and Structural Engineer	By the School District and approved by DSA, A/E of Record and Structural Engineer	
COST OF THE PROJECT INSPECTOR (Title 24, Part 1, Section 4-333(b)) AND TESTING AGENCY (Title 24, Part 1, Section 4-335)	By the Owner	By the School District	

NOTES:

Note 1: Reinforcing steel tests may be waived for one-story buildings, per Title 24, Part 2, Section 1916A.2 (1916.1.6*).

Note 2: Required only where the details of the PC specify the use of this type of anchor.

Note 3: Required only where the details of the PC specify this Welding.

* Indicates alternative 2010 CBC Sections that community colleges may use per 2010 CBC Section 1.9.2.2.

Appendix E

Index to Drawings Required for PCs with Multiple Major Options

When a PC includes multiple major options, an index similar to the examples shown here must be included on the PC drawings identifying which drawings are applicable to each option.

This index will enable future designers using portions of the PC drawings as part of the drawings for an actual construction project to easily identify all of the specific PC drawing sheets applicable to the option(s) to be constructed. It will also enable the DSA plan reviewer to confirm that the correct sheets of the PC drawings are included.

In these examples, the various options would be checked off and the sheets that are to be required are then identified in the last column.

SHEET INDEX		
OPTIONS	SHEET TITLE	SHEET NUMBER
COVER SHEET	GENERAL NOTES, APPLICABLE CODES, BUILDING DATA, STRUCTURAL DESIGN DATA ABBREVIATIONS, SYMBOLS, OPTIONS LIST, SHEET INDEX AND TEST AND INSPECTION CHECK LIST	A0.01
SPECIFICATIONS		
ALL	<input type="checkbox"/> SPECIFICATIONS	A0.02
ALL	<input type="checkbox"/> TEST AND INSPECTION GUIDELINES	A0.03
FLOOR PLANS		
OPTION A	<input type="checkbox"/> FLOOR PLAN OPTION A	A1.01
OPTION B & B2 (WALL MTD.)	<input type="checkbox"/> FLOOR PLAN OPTION B & B2 (WALL MTD.)	A1.02
OPTION B & B2 (FLR. MTD.)	<input type="checkbox"/> FLOOR PLAN OPTION B & B2 (FLR. MTD.)	A1.03
ROOF PLANS		
BUILT-UP ROOF	<input type="checkbox"/> ROOF PLAN 4 PLY BUILT-UP ROOF DUAL SLOPE	A2.01
	<input type="checkbox"/> ROOF PLAN 4 PLY BUILT-UP ROOF MONO SLOPE	A2.02
	<input type="checkbox"/> ROOF DETAILS 4 PLY BUILT-UP ROOF (WOOD BEAMS)	A2.03
	<input type="checkbox"/> ROOF DETAILS 4 PLY BUILT-UP ROOF (STUCCO)	A2.04
	<input type="checkbox"/> ROOF DETAILS 4 PLY BUILT-UP ROOF (DUAL BEAMS)	A2.05
METAL ROOF	<input type="checkbox"/> ROOF PLAN SINGLESIDE SEAM METAL ROOF DUAL SLOPE	A2.11
	<input type="checkbox"/> ROOF PLAN SINGLESIDE SEAM METAL ROOF MONO SLOPE	A2.12
	<input type="checkbox"/> ROOF DETAILS-SINGLESIDE SEAM METAL ROOFING (WOOD BEAMS)	A2.13
	<input type="checkbox"/> ROOF DETAILS-SINGLESIDE SEAM METAL ROOFING (STUCCO)	A2.14
	<input type="checkbox"/> ROOF DETAILS-SINGLESIDE SEAM METAL ROOFING (DUAL BEAMS)	A2.15
EPDM ROOF	<input type="checkbox"/> ROOF PLAN EPDM ROOF DUAL SLOPE	A2.21
	<input type="checkbox"/> ROOF PLAN EPDM ROOF MONO SLOPE	A2.22
	<input type="checkbox"/> ROOF DETAILS EPDM ROOF (WOOD BEAMS)	A2.23
	<input type="checkbox"/> ROOF DETAILS EPDM ROOF (STUCCO)	A2.24
	<input type="checkbox"/> ROOF DETAILS EPDM ROOF (DUAL BEAMS)	A2.25
ELEVATIONS		
DUAL SLOPE	<input type="checkbox"/> EXTERIOR ELEVATIONS, DUAL SLOPE, OPTION A	A3.01
	<input type="checkbox"/> EXTERIOR ELEVATIONS, DUAL SLOPE, OPTION B&B2	A3.02
MONO SLOPE	<input type="checkbox"/> EXTERIOR ELEVATIONS, MONO SLOPE, OPTION A	A3.11
	<input type="checkbox"/> EXTERIOR ELEVATIONS, MONO SLOPE, OPTION B&B2	A3.12
DUAL SLOPE (O.B. SIDING)	<input type="checkbox"/> EXTERIOR ELEVATIONS, DUAL SLOPE, OPTION A, O.B. SIDING	A3.21
	<input type="checkbox"/> EXTERIOR ELEVATIONS, DUAL SLOPE, OPTION B&B2, O.B. SIDING	A3.22
MONO SLOPE (O.B. SIDING)	<input type="checkbox"/> EXTERIOR ELEVATIONS, MONO SLOPE, OPTION A, O.B. SIDING	A3.31
	<input type="checkbox"/> EXTERIOR ELEVATIONS, MONO SLOPE, OPTION B&B2, O.B. SIDING	A3.32
INTERIOR ELEVATIONS		
OPTION A	<input type="checkbox"/> INTERIOR ELEVATIONS, OPTION A – WALL MOUNTED TOILETS	A4.01
OPTION B & B2	<input type="checkbox"/> INTERIOR ELEVATIONS, OPTION B&B2 – WALL MOUNTED TOILETS	A4.02
OPTION A	<input type="checkbox"/> INTERIOR ELEVATIONS, OPTION A – FLOOR MOUNTED TOILETS	A4.11
OPTION B & B2	<input type="checkbox"/> INTERIOR ELEVATIONS, OPTION B&B2 – FLOOR MOUNTED TOILETS	A4.12
SCHEDULES		
ALL	<input type="checkbox"/> DOOR, FRAME, WINDOW AND SCHEDULE	A5.01
DETAILS		
WOOD SIDING, WOOD STUDS	<input type="checkbox"/> ARCHITECTURAL – DETAILS – WOOD SIDING – WOOD STUDS	A6.01
STUCCO, WOOD STUDS	<input type="checkbox"/> ARCHITECTURAL – DETAILS – STUCCO – WOOD STUDS	A6.02
WOOD SIDING, METAL STUDS	<input type="checkbox"/> ARCHITECTURAL – DETAILS – WOOD SIDING – METAL STUDS	A6.03
STUCCO, STEEL STUDS	<input type="checkbox"/> ARCHITECTURAL – DETAILS – STUCCO – STEEL STUDS	A6.04
O.B. SIDING, WOOD STUDS	<input type="checkbox"/> ARCHITECTURAL – DETAILS – O.B. SIDING – WOOD STUDS	A6.05
O.B. SIDING, STEEL STUDS	<input type="checkbox"/> ARCHITECTURAL – DETAILS – O.B. SIDING – STEEL STUDS	A6.06

OPTIONS LIST – KEY NOTES		
MODULE SIZE:	<input type="checkbox"/> 12' X 40' SINGLE STORY	A0.50
BUILDING SIZE:	<input type="checkbox"/> 24' X 40' THRU 216' X 40'	A0.51
GRADE LEVEL:	<input type="checkbox"/> KINDERGARTEN	
	<input type="checkbox"/> ELEMENTARY	
	<input type="checkbox"/> MIDDLE SCHOOL/HIGH SCHOOL/ADULT	
ACCESSORIES:	<input type="checkbox"/> TOILET ROOM	A8.51, A8.52, A8.03
	<input type="checkbox"/> DRINKING FOUNTAIN	A8.03
	<input type="checkbox"/> CABINETS	
	<input type="checkbox"/> RATED WALLS	
FLOOR PLAN:	<input type="checkbox"/> 2'X4" ACOUSTIC T-BAR SYSTEM	A1.01
CEILING PLAN:	<input type="checkbox"/> HARD LID (TOILET ROOM ONLY)	A2.01, A2.31
ROOF:	<input type="checkbox"/> 26 GAUGE STANDING SEAM	A3.01, A3.22
	<input type="checkbox"/> BUILT UP	A3.03, A3.24
	<input type="checkbox"/> MONO	A3.04, A3.25
	<input type="checkbox"/> DUAL	A3.13, A3.24
	<input type="checkbox"/> 22 GAUGE STANDING SEAM	A3.02, A3.23
	<input type="checkbox"/> MONO	A3.12, A3.23
	<input type="checkbox"/> DUAL	A3.21
EXTERIOR ELEVATIONS:	<input type="checkbox"/> DURATEMP SIDING	A4.01
	<input type="checkbox"/> MONO	A4.11
	<input type="checkbox"/> STUCCO	A4.02
	<input type="checkbox"/> PARAPET	A4.12
INTERIOR ELEVATIONS:	<input type="checkbox"/> ALL CASES	A5.01
WALL SECTIONS:	<input type="checkbox"/> MONO	A6.01, A6.51
	<input type="checkbox"/> CONC. FLOOR	A6.02, A6.51
	<input type="checkbox"/> DUAL	A6.11, A6.51
	<input type="checkbox"/> CONC. FLOOR	A6.11, A6.51
	<input type="checkbox"/> PARAPET	A6.21, A6.51
WALL DETAILS:	<input type="checkbox"/> WOOD STUDS	A6.22, A6.51
	<input type="checkbox"/> STEEL STUDS	A6.61, A6.65
	<input type="checkbox"/> EXTERIOR PLASTER	A6.62, A6.65
	<input type="checkbox"/> SIDING	A6.63, A6.65
	<input type="checkbox"/> EXTERIOR PLASTER	A6.64, A6.65
FINISH SCHEDULE:	<input type="checkbox"/> ALL CASES	A7.01
CABINETS:	<input type="checkbox"/> WOOD STUDS	A8.01
	<input type="checkbox"/> STEEL STUDS	A8.02
RATED WALLS:	<input type="checkbox"/> WOOD STUDS	A9.01, A9.02
	<input type="checkbox"/> STEEL STUDS	A9.11, A9.12
FOUNDATION:	<input type="checkbox"/> WOOD FOUNDATION LIMITED TO 2160 SQ. FT. MAX	F1.01
	<input type="checkbox"/> WOOD FLOOR	F1.02
	<input type="checkbox"/> CLASSROOM LL=50PSF	F1.01
	<input type="checkbox"/> PARTITION LL=50+20PSF	F1.01
	<input type="checkbox"/> ASSEMBLY LL=100PSF	F1.01
	<input type="checkbox"/> LIBRARY LL=150PSF	F1.02
DETAILS-ALL CASES	<input type="checkbox"/> WOOD FLOOR	F2.01
	<input type="checkbox"/> CLASSROOM LL=50PSF	F2.01
	<input type="checkbox"/> PARTITION LL=50+20PSF	F2.01
	<input type="checkbox"/> ASSEMBLY LL=100PSF	F2.02
	<input type="checkbox"/> LIBRARY LL=150PSF	F2.02
	<input type="checkbox"/> CONC. FLOOR	F2.03
	<input type="checkbox"/> 3 1/2"	F2.03
	<input type="checkbox"/> 5"	F2.03
	<input type="checkbox"/> CLASSROOM LL=50PSF	F2.03
	<input type="checkbox"/> PARTITION LL=50+20PSF	F2.03
	<input type="checkbox"/> ASSEMBLY LL=100PSF	F2.03
	<input type="checkbox"/> LIBRARY LL=150PSF	F2.03
DETAILS-ALL CASES	<input type="checkbox"/> WOOD FLOOR	F3.01
	<input type="checkbox"/> CLASSROOM LL=50PSF	F3.01
	<input type="checkbox"/> PARTITION LL=50+20PSF	F3.01
	<input type="checkbox"/> ASSEMBLY LL=100PSF	F3.02
	<input type="checkbox"/> LIBRARY LL=150PSF	F3.02
	<input type="checkbox"/> CONC. FLOOR	F3.03
	<input type="checkbox"/> 3 1/2"	F3.03
	<input type="checkbox"/> 5"	F3.03
	<input type="checkbox"/> CLASSROOM LL=50PSF	F3.03
	<input type="checkbox"/> PARTITION LL=50+20PSF	F3.03
	<input type="checkbox"/> ASSEMBLY LL=100PSF	F3.03
	<input type="checkbox"/> LIBRARY LL=150PSF	F3.03
DETAILS-ALL CASES	<input type="checkbox"/> WOOD FLOOR	F4.01
	<input type="checkbox"/> CLASSROOM LL=50PSF	F4.01
	<input type="checkbox"/> PARTITION LL=50+20PSF	F4.01
	<input type="checkbox"/> ASSEMBLY LL=100PSF	F4.01
	<input type="checkbox"/> LIBRARY LL=150PSF	F4.01
FLOOR FRAMING:	<input type="checkbox"/> WOOD FLOOR	F4.01
	<input type="checkbox"/> CLASSROOM LL=50PSF	F4.01
	<input type="checkbox"/> PARTITION LL=50+20PSF	F4.01
	<input type="checkbox"/> ASSEMBLY LL=100PSF	F4.01
	<input type="checkbox"/> LIBRARY LL=150PSF	F4.01
DETAILS-ALL CASES	<input type="checkbox"/> CONCRETE	F4.11
	<input type="checkbox"/> CLASSROOM LL=50PSF	F4.11
	<input type="checkbox"/> PARTITION LL=50+20PSF	F4.11
	<input type="checkbox"/> ASSEMBLY LL=100PSF	F4.11
	<input type="checkbox"/> LIBRARY LL=150PSF	F4.11
DETAILS-ALL CASES	<input type="checkbox"/> 5" CONCRETE FLOOR	F4.21
	<input type="checkbox"/> CLASSROOM LL=50PSF	F4.21
	<input type="checkbox"/> PARTITION LL=50+20PSF	F4.21
	<input type="checkbox"/> ASSEMBLY LL=100PSF	F4.21
	<input type="checkbox"/> LIBRARY LL=150PSF	F4.21
ROOF FRAMING:	<input type="checkbox"/> 26 GAUGE STANDING SEAM OR BUILT-UP	S2.11
	<input type="checkbox"/> ROOF OVER 3/4" PLYWOOD SUBSTRATE	S2.21
	<input type="checkbox"/> 22 GAUGE STANDING SEAM, NO SUBSTRATE, STEEL STRIPS. (SKYLIGHT LOCATION LIMITED)	S2.12
	<input type="checkbox"/> BUILT UP ROOF W/ PARAPETS	S2.22
	<input type="checkbox"/> MONO	S2.13, S2.33
	<input type="checkbox"/> DUAL	S2.31, S2.32
SECTIONS:	<input type="checkbox"/> MONO	S3.01
	<input type="checkbox"/> WOOD FLOOR	S3.01
	<input type="checkbox"/> CONCRETE FLOOR	S3.01
	<input type="checkbox"/> DUAL	S3.01
	<input type="checkbox"/> WOOD FLOOR	S3.01
	<input type="checkbox"/> CONCRETE FLOOR	S3.01
	<input type="checkbox"/> PARAPET	S3.03
	<input type="checkbox"/> WOOD FLOOR	S3.03
	<input type="checkbox"/> CONCRETE FLOOR	S3.03
MODLINE CONNECTIONS:	<input type="checkbox"/> BOLTED	S3.12
	<input type="checkbox"/> WELDED	S3.12
WALL FRAMING	<input type="checkbox"/> WOOD STUDS	S4.01, S4.02, S4.03
	<input type="checkbox"/> STEEL STUDS	S4.11, S4.12, S4.13
MECHANICAL	<input type="checkbox"/> 24"X40"	ALL SHEETS
TITLE 24	<input type="checkbox"/> 36"X40"	T24-1
	<input type="checkbox"/> 48"X40"	T24-2
	<input type="checkbox"/> WALL MOUNT UNIT	T24-3
	<input type="checkbox"/> ROOF TOP UNITS	T24-4
	<input type="checkbox"/> WALL MOUNT UNIT	T24-5
	<input type="checkbox"/> ROOF TOP UNITS	T24-6
	<input type="checkbox"/> WALL MOUNT UNIT	T24-7
	<input type="checkbox"/> ROOF TOP UNITS	T24-8